
Booster Clubs, PTA's, PTO's, other Auxiliary Organizations

Basic Requirements (501C3)

Initial Setup

- Organize as a legal entity, must be board approved
- Obtain Federal identification number
- Obtain Federal tax exempt status
- Obtain Bond for President and Treasurer

Ongoing Operations

- Remain current with annual filing requirements (Federal and State)
- Maintain separate mailing address from school
- All officers of the organization should go through an annual orientation with the superintendent/chief school finance officer on the District's policies and procedures
- Document cash receipts and disbursements
- Reconcile bank statements monthly
- Provide financial reports to school auditors, school administrators, and CSFO (Annual audit due to CSFO by May 15th)
- No expenditures from Organizations or Club funds deposited within the school may be spent without the approval of the Club or Organization. Once an expenditure is approved by the Club or Organization, it shall continue until obligations outlined in the approval are met.
- Public funds are monies that are generated school-wide, money that can be used for all students, and money that is controlled by the school Principal or any school employee. Examples of public funds are admissions to athletic events, parking at athletic events and concessions sold at any school sponsored activity or athletic event.
- Non-public funds are monies that are restricted for expenditures subject to the intent and authorization of the organization's sponsors and officers. This money is generated for a particular group, money that is used for that particular group, and money controlled by the students and/or parent support organization with elected officers.
- Public funds cannot be transferred into a non-public account. However, non-public funds may be transferred into a public account.

Restrictions

- The organization shall not carry on any other activities not permitted to be carried on
 - (i) by an organization exempt from federal income tax under code Section 501(c)(3) of the Internal Revenue Code or
 - (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code

- The organization shall not provide any payment or benefit to a School Board employee (or family member of a School Board employee) in violation of the State Ethics Law

- School Board employees shall not serve as officers of the organization or oversee any fund raising activity

- School Board employees shall not maintain the accounting records or the books of the organization

- School Board employees shall not collect, receipt, maintain, or disburse funds on behalf of the organization

- School Board employees shall not maintain a separate bank account that supports, or benefits from, a school extra-curricular activity

***If superintendent/board considers it necessary, he or she may revoke the booster club's authorization to conduct activities in the district.**

****Please refer to the [Chilton County Parent Support Organization Guidelines and Procedures](#) for a more in depth explanation.**